

MANAGEMENT

~~SECRET~~

(classification)

CONFERENCE

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME [REDACTED] 25X1A9a		2. POSITION TITLE Records Admin Officer		3. OFFICE DDS/OP	
4. IMMEDIATE SUPERVISOR					
NAME [REDACTED] 25X1A9a		BUILDING Headquarters		ROOM 5E68	
TITLE Chief, Admin Staff/OP		OFFICE Office of Personnel			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
<input checked="" type="checkbox"/>	FORMS MANAGEMENT		<input checked="" type="checkbox"/>	VITAL RECORDS SCHEDULES AND DEPOSITS	
	CORRESPONDENCE IMPROVEMENT		<input checked="" type="checkbox"/>	RECORDS CONTROL SCHEDULES	
	REPORTS CONTROL		<input checked="" type="checkbox"/>	RECORDS RETIREMENT ACTIVITIES	
<input checked="" type="checkbox"/>	FILE SYSTEMS			MAIL OPERATIONS	
<input checked="" type="checkbox"/>	FILE EQUIPMENT AND SUPPLIES		<input checked="" type="checkbox"/>	SUPPLEMENTAL DISTRIBUTION	
<input checked="" type="checkbox"/>	RECORDS SURVEYS			OTHER RECORDS MANAGEMENT SERVICES (specify)	
<input checked="" type="checkbox"/>	REGULATORY ISSUANCES			Controls issue of all non-stocked OP forms	
*	AUTOMATION DEVELOPMENT		NEW	EXISTING	*Three OP reps on DDS/SSS
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)					
a. Handles processing of all Printing Services requests for Office of Personnel.					
b. Acts as CIA representative for obtaining USCSC issuances. Also contacts other Government agencies when necessary in order to obtain current information relating to publications, forms, and other material of interest to Agency.					
c. Handles procurement of books and other material obtained through personnel.					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES the Agency library for OP personnel.					
..70% OR HOURS PER WEEK SPENT ON RECORDS PROGRAM d. Handles procurement of certain log items					
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past) in conj. with Log Officer					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	
Jun 63 -	GS 9-11	Responsible for over-all Records Management Program in the Office of Personnel with particular emphasis on items indicated in #5 above		DDS/OP	
Sept 54 - Jun 63	GS-7-9*	Although I entered on duty with TSD in Sept 54 the job was not reclassified as Records Management Officer until August 1956. Established the beginning of the Program in TSD with the assistance of G. [REDACTED] Consisted mainly of setting up schedules, both Records Control and Vital Records, retirement activities, and conducting surveys when requested.		DDP/TSD	
25X1A9a					
*Grades held as RMO.					

~~SECRET~~

(classification)

OCTOBER 1967

FORM 2900A

~~SECRET~~
(classification)

RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT	Yes	1966
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION	Rescheduled for Jan 1968	
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION	Yes	1967
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		
American University - Planning and Administering a Records Program (Part I)	Yes	1964
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
Clandestine Services Records Officers Course	Yes	1962
Filing Workshop	Yes	1960
11. AUTOMATION TRAINING (Internal or External)		

~~SECRET~~

(classification)